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**JOB OPPORTUNITY**  
**MISSOURI STATE HIGHWAY PATROL**  
**CRIMINAL JUSTICE INFORMATION SYSTEMS DIVISION**

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**TITLE:** Account Clerk I, II, or III      **LOCATION:** General Headquarters; Jefferson City, Missouri

**FACILITATOR:** Amanda Farley (573) 526-6334 [amanda.farley@mshp.dps.mo.gov](mailto:amanda.farley@mshp.dps.mo.gov)

**DESCRIPTION:** This Account Clerk I, II, or III position is assigned to the Missouri State Highway Patrol's Criminal Justice Information Systems Division. The official domicile is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This is an entry-level position where the employee prepares, processes, and performs routine bookkeeping and related clerical work in the maintenance and review of the Criminal Justice Information Services Division financial records. Work includes the posting of routine entries in ledgers, examining and coding financial documents, simple balancing operations and arithmetic computations of financial data in accordance with existing procedures. Duties may also involve receiving funds and verifying amounts. Work is performed according to specific instructions transmitted orally or in written form by a superior who checks work upon completion to ensure conformance with established rules, policies, and procedures; however, the employee is expected to exercise judgment and discretion within the limits of established procedures. (For a more detailed job description go to: <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>.)

**QUALIFICATIONS:** **Account Clerk I:** Graduation from high school or possess a GED. **Account Clerk II:** At least one year experience as an Account Clerk I or comparable experience. **Account Clerk III:** At least two years experience as an Account Clerk II or comparable experience. All applicants must possess the ability to type 40 words per minute with 10 or less errors.

**SALARY RANGE:** (Semi-monthly) **Account Clerk I/II:** \$863.50 - \$1,148.50      **Account Clerk III:** \$991.50 - \$1,339.50

**APPLICATION PROCEDURE:** Individuals interested in this position must submit the Patrol's Application for Employment **and take a typing test** (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov), or by contacting the facilitator listed above. Copy of typing test must be attached to the completed application.

Individuals who have completed an application for a position within the last six months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than six months, the applicant must submit a new application.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of January 4, 2010. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

**NOTE:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

**\*\*\*Missouri State Highway Patrol • General Headquarters\*\*\***  
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